

MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM
FIRST QUARTERLY ACTIVITY REPORT
JULY THROUGH SEPTEMBER 2004

Prepared by
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of the
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
RESEARCH PROGRAM
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

CONTRACT REQUIREMENTS

GENERAL

The LTAP staff currently consists of Steven V. Jenkins, Director, Donnetta Bohrman, Conference Coordinator/Accounting Tech, Michele Beck, Graphic Designer and two student employees.

Task A – Compile and Maintain a Mailing List

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, and telephone calls to the LTAP Center. Table 1 provides a summary of all changes within the quarter.

Table 1: Mailing List (as of September 30, 2004)

Category	Prior Count	Additions Or Deletions	Current Count
Federal	201	-3	198
State	254	0	254
County	366	-53	313
City	304	-10	294
Tribal	27	-1	26
Private	337	-2	335
Other	39	129	168
Total	1528	60	1588

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

Figure 1. Mailing List Budget vs. Costs-to-Date

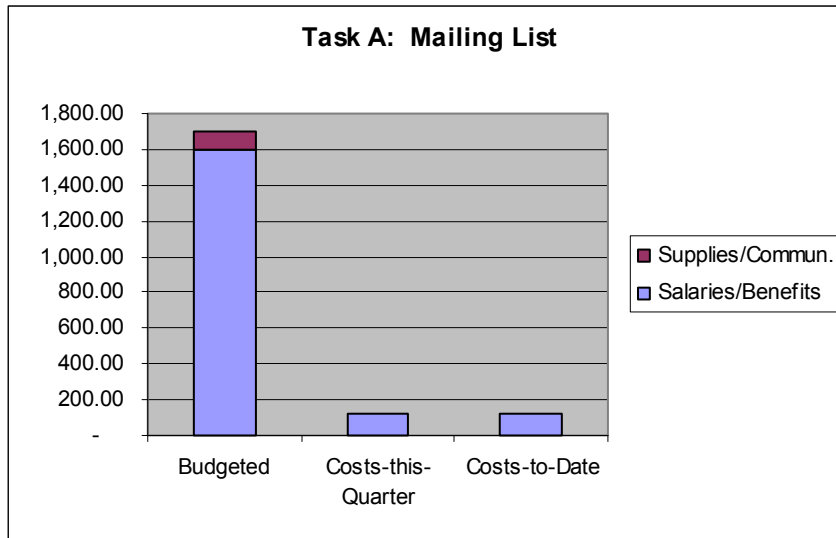


Table 2: Mailing List Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	121.08	\$1,600.00	121.08
Supplies/Communications	25.00	0	100.00	0
Total Direct Costs	\$425.00	\$121.08	\$1,700.00	\$121.08

Task B – Publish a Quarterly Newsletter

The first quarterly newsletter (July, August, September) for 2004 was published in July 2004. It contained the following articles: MACRS 24th Annual Conference, Summer Survival, Trespassing on Railroad Right-Of-Way, The Value of Training, Who & What About the Advisory Board and Annual Calendar.

Approximately .8% of the Director's time and 30.3% of the Graphics Technician's time was spent publishing the Newsletter during this quarter.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

Figure 2: Newsletter Budget vs. Costs-to-Date

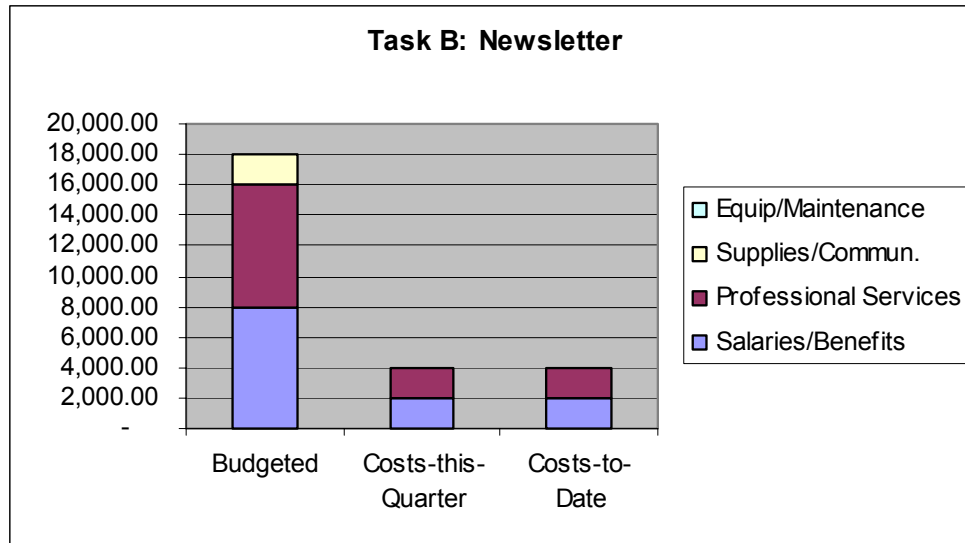


Table 3: Newsletter Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	2,054.69	\$8,000.00	2,054.69
Printing (professional svc.)	2,000.00	1,931.18	8,000.00	1,931.18
Supplies/Communications	500.00	0	2,000.00	0
Equipment	0.00	0	0.00	0
Total Direct Costs	\$4,500.00	\$3,985.87	\$18,000.00	\$3,985.87

Task C – Provide Technology Transfer Materials

The number of publications mailed this quarter is listed, by category of requesting party, in Table 4.

Table 4: Publications (July 1 to September 30, 2004)

	FHWA Publications	SHRP Publications	Other Publications
Federal	1	-	405
State		-	954
County		-	1932
City		-	1313
Tribal		-	87
Private	1	-	575
Other		-	95
Total	2	-	5,361

Software mailed this quarter is shown by category of requesting party in Table 5.

Table 5: Software (July 1 to September 30, 2004)

Agency	Orders Per Agency	Total Software Sent
Federal	-	-
State	-	-
County	-	-
City	-	-
Tribal	-	-
Private	1	1
Other	-	-
Total	1	1

The total number of videotapes mailed this quarter by category of requesting party is shown in Table 6.

Table 6: Videotapes (July 1 to September 30, 2004)

Agency	Orders Per Agency	Total Videotapes Sent
Federal		
State		
County	7	18
City	5	7
Tribal		
Private	1	1
Other		
Total	13	26

Approximately .8% of the Director's time, 2% of the Conference Coordinator's time and 13.2% of the Graphics Technician's time was spent on this task during the quarter.

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date

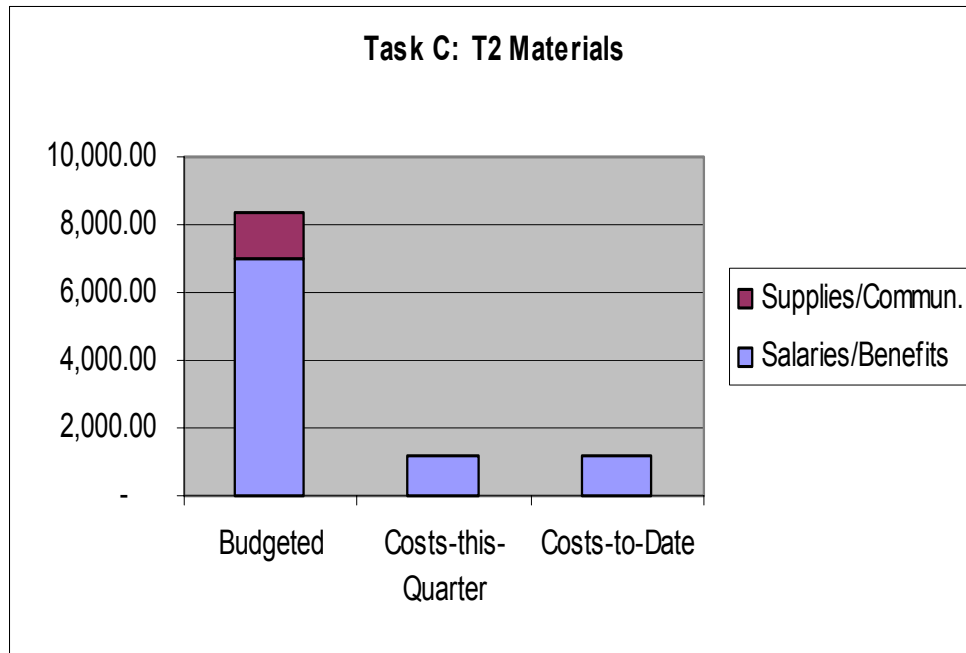


Table 7: Technology Transfer Materials Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	1,220.79	\$7,000.00	1,220.79
Purchase Pool	400.00		1,600.00	
Supplies/Communications	350.00		1,400.00	
Total Direct Costs	\$2,500.00	\$1,220.79	\$10,000.00	\$1,220.79

Task D – Provide Information and On-Site Technical Assistance

The Director spent 5.5% of his time providing 36 separate instances of technical assistance, 7.2% of the Conference Coordinator's time and .1% of the Graphics Technician's time was spent on technical assistance this quarter.

The number of WATTS line calls in July, August and September were 394 for approximately 22 hours of communication.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

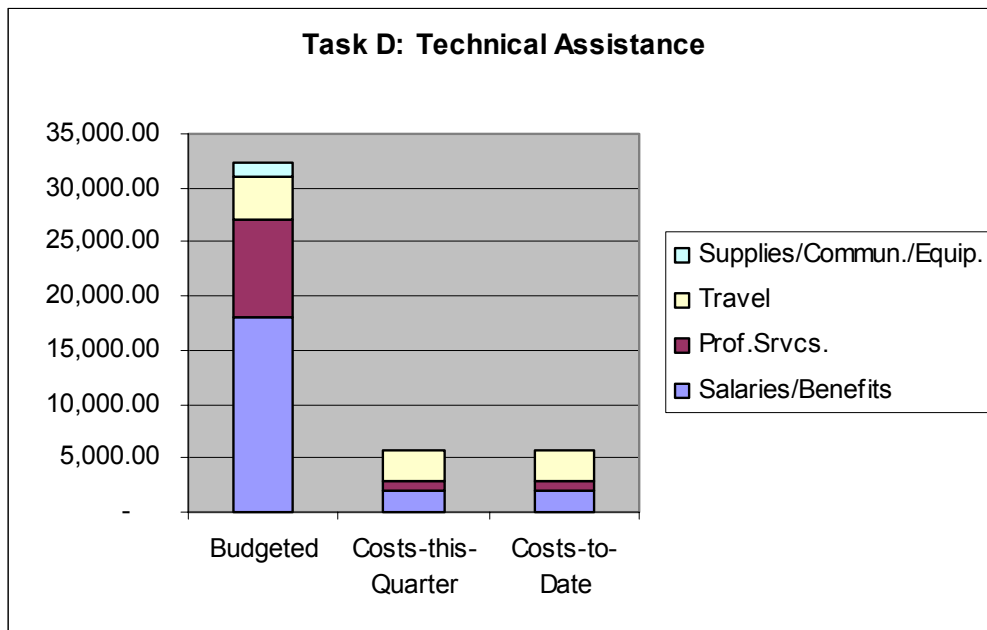


Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,500.00	2,005.10	\$18,000.00	2,005.10
Professional Services	2,250.00	893.65	9,000.00	893.65
Travel	1,000.00	2,756.47	4,000.00	2,756.47
Supplies/Communications	350.00	120.00	1,400.00	120.00
Equipment	250.00	0	1000.00	0
Total Direct Costs	\$8,350.00	\$5,775.22	\$33,400.00	\$5,775.22

Task E – Conduct or Arrange Seminars/Training Sessions

During this three-month period, thirty workshops have been given at various locations throughout Montana. The variety of topics offered covers all aspects of the LTAP mission statement. The workshops were Work Zone Flagger Certification, 15th Annual Equipment Operator Training: Winter Survival, Working in the Heat, Velvet Smooth Gravel Roads and Motorgrader/Snowplow/Backhoe/Loader Competition, APWA: Summer Survival, MACRS District Meeting: Spill Prevention, Control and Countermeasures, Forklift Certification, Full Depth Recycling and the LTAP-TTAP National Conference.

Approximately 91% of the Director's time, 74.7% of the Conference Coordinator's time and 55% of the Graphic Technician's time was spent on this task during the quarter.

Table 9: Workshops/Training Sessions Conducted (July 1 to September 30, 2004)

Date	Title	Location	# Attend	Instructor
7/8/04	Flagger Certification	West Yellowstone	11	Steven Jenkins
7/21/04	Flagger Certification	Helena	14	Steven Jenkins
7/22/04	Full Depth Recycling	Missoula	24	Steven Jenkins
7/22/04	Flagger Certification	Missoula	12	Steven Jenkins
7/23/04	Flagger Certification	Kalispell	21	Steven Jenkins
7/23/04	Forklift Certification	Polson	3	Steven Jenkins
7/24/04	Flagger Certification	Townsend	18	Steven Jenkins
7/31-8/4/04	National LTAP Conference	Albuquerque	N/A	
8/26/04	Forklift Certification	Missoula	22	Steven Jenkins
8/31/04	PASER Training	Lewistown	3	Bart Kraus
9/8/04	15 th Annual Equip. Operator Training: Winter Survival	Great Falls	60	Steven Jenkins
9/8/04	15 th Annual : Velvet Smooth Gravel Roads	Great Falls	60	Steven Jenkins Sam Gianfrancisco
9/8/04	15 th Annual: Forklift Cert.	Great Falls	23	Sam Gianfrancisco
9/9/04	15 th Annual Snow Rodeo: Working in the Heat	Great Falls	55	Steve Jenkins
9/9/04	15 th Annual Snow Rodeo Competition	Great Falls	55	N/A
9/10/04	Flagger Certification	Billings	26	Steven Jenkins
9/14/04	MUTCD MetNet Training	Billings, Butte Glendive, Great Falls Bozeman, Kalispell Helena, Billings Miles City, Missoula	120	Partner shipped with MDT
9/24/04	APWA: Summer Survival	West Yellowstone	30	Steven Jenkins
9/28/04	MACRS Dist. Meetings : Spill Prevention	Great Falls	14	Steven Jenkins Sam Gianfrancisco
9/29/04	MACRS Dist. Meetings : Spill Prevention	Billings	17	Steven Jenkins Sam Gianfrancisco
9/30/04	MACRS Dist. Meetings : Spill Prevention	Glendive	18	Steven Jenkins Sam Gianfrancisco
	Total		606	

Figure 5: Seminars/Training Sessions Budget vs. Costs-to-Date

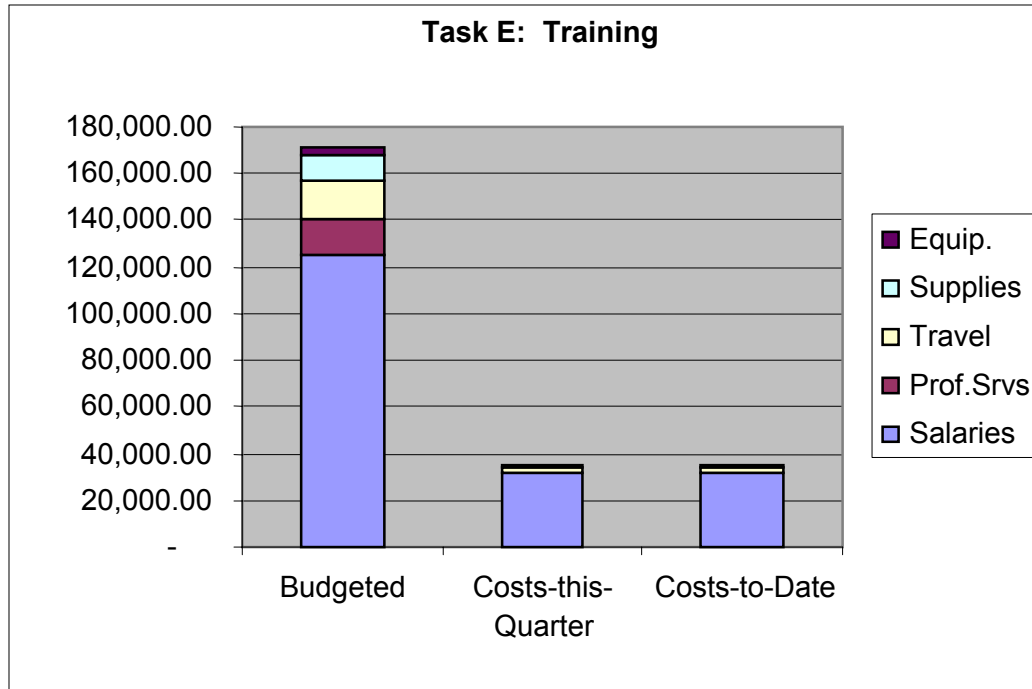


Figure 5 and Table 10 show the amount of monies budgeted for Task E versus costs-to-date (in direct costs).

Table 10: Seminars/Training Sessions Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$31,366.50	31,345.37	\$125,466.00	31,345.37
Professional Services	3,750.00	0	15,000.00	0
Travel	4,031.75	3,131.80	16,127.00	3,131.80
Supplies*/Communications	2,833.50	159.34	11,334.00	159.34
Equipment	750.00	118.00	3000.00	118.00
Total Direct Costs	\$42,731.75	\$34,754.51	\$170,927.00	\$34,754.51

Task F – Evaluation

*Supplies include conference services costs related to workshops/seminars.

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting

Approximately .1% of the Director's time and 15.6% of the Conference Coordinator / Accounting Technician's time was spent on this task during the quarter.

Figure 6 and Table 11 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

Figure 6: Evaluation Budget vs. Costs-to-Date

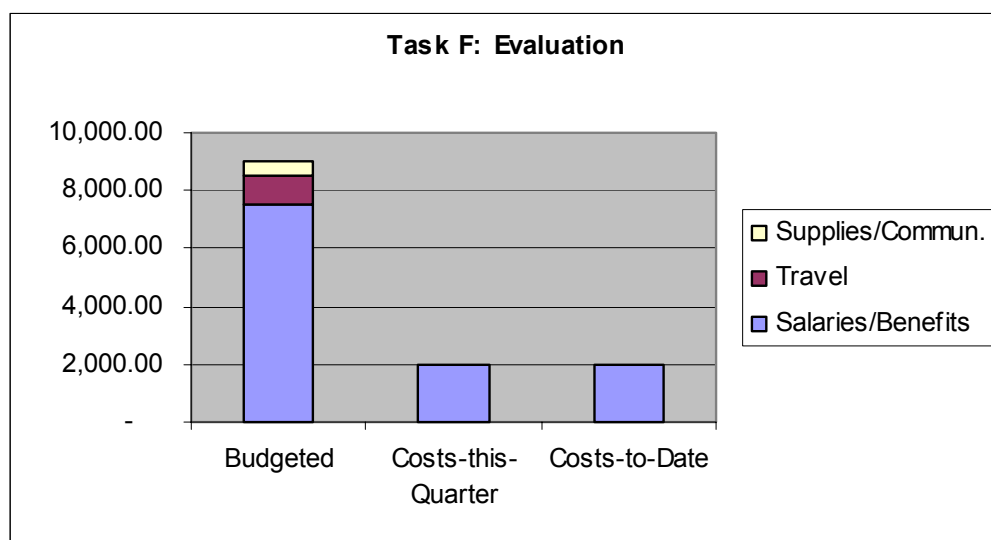


Table 11: Evaluation Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,875.00	2,017.27	\$7,500.00	2,017.27
Travel	250.00	0	1,000.00	0
Supplies/Communications	125.00	0	500.00	0
Total Direct Costs	\$2,250.00	\$2,017.27	\$9,000.00	\$2,017.27

Task G – Special Projects

Funds are actively being pursued to upgrade and reprint the “Guidelines For Work Zone Safety” MDT pocket book. Members from the Montana Work Zone Safety Committee have been selected to edit and write the material.

Figure 7: Special Project Budget vs. Costs-to-Date

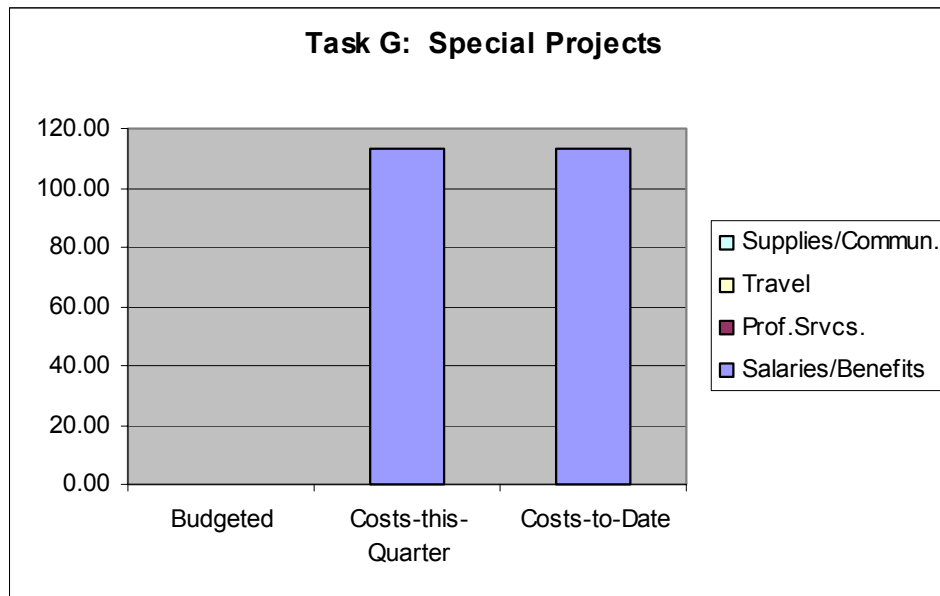


Table 12: Special Project Budget Summary

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	0.00	112.96	0.00	112.96
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$112.96	\$0.00	\$112.96

Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 13.

Figure 8: Other Costs Budget

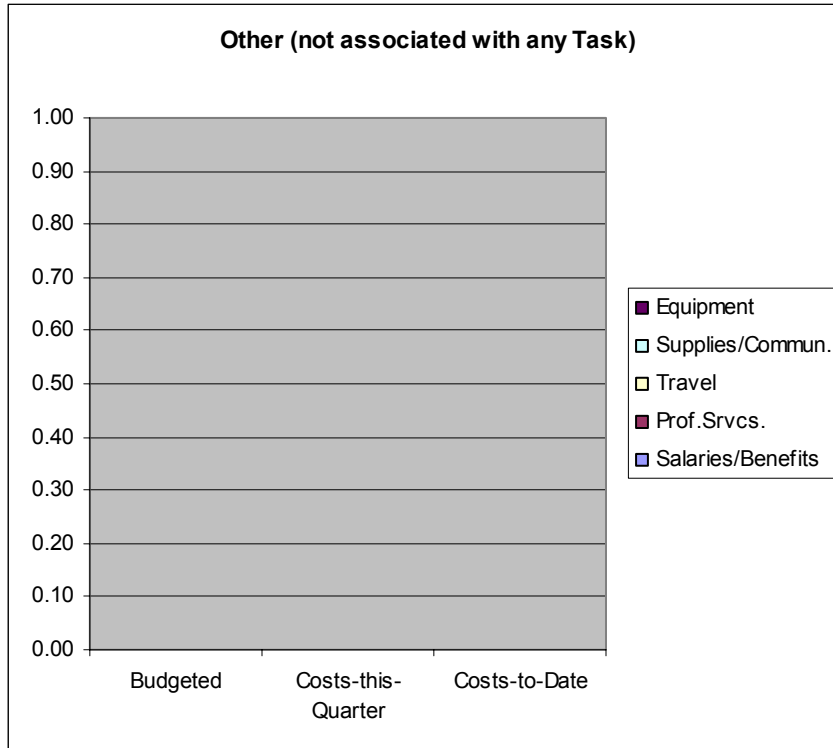


Table 13: Other Costs

Cost Categories	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET SUMMARY BY CATEGORY

First Quarter 2004

Direct Costs	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$41,686.00	38,877.24	\$166,744.00	38,877.24
Professional Services	8,500.00	2,824.83	34,000.00	2,824.83
Travel	4,862.25	5,888.27	19,449.00	5,888.27
Supplies/Communications	4,708.50	279.34	18,834.00	279.34
Equipment	1000.00	118.00	4,000.00	118.00
Total Direct Costs	\$60,756.75	\$47,987.68	\$243,027.00	\$47,987.68
Indirect Costs	14,493.25	11,447.25	57,973.00	11,447.25
Total Direct and Indirect Costs	\$75,250.00	\$59,434.93	\$301,000.00	\$59,434.93

BUDGET SUMMARY BY TASK

First Quarter 2004

Task	Quarterly Budget	First Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$ 425.00	121.08	\$ 1,700.00	121.08
Newsletter	4,500.00	3,985.87	18,000.00	3,985.87
Technology Transfer Materials	2,500.00	1,220.79	10,000.00	1,220.79
Information/Technical Assistance	8,350.00	5,775.22	33,400.00	5,775.22
Seminars/Training Sessions	42,731.75	34,754.51	170,927.00	34,754.51
Evaluation	2,250.00	2,017.27	9,000.00	2,017.27
Special Projects	0.00	112.96	0.00	112.96
Other Costs	0.00	0.00	0.00	0.00
Total Costs	\$ 60,756.75	\$47,987.68	\$243,027.00	\$47,987.68

SUMMARY

This summer and fall, equipment training was the center of focus. The Snow Rodeo provided classroom and hands on training and competition. Forklift certification was offered as well. Work Zone Traffic Control and Flagger Certification Training were provided throughout the quarter. The MACRS meeting involved commissioners and road supervisors from many counties. “Spill Containment and Countermeasures” was a timely topic for the counties. The staff at LTAP continues to respond to training requests.